

Parenthetical Documentation/In-Text Citation

In addition to the list of works cited at the end of the your paper, you need to indicate “exactly what you derived from each source and exactly where in the work your found the material” (Gibaldi 238). The easiest way to do this is by using parenthetical documentation – inserting the author’s last name and the appropriate page number – each time you use another’s ideas, information, and/or expressions in your paper. When you properly use parenthetical documentation, you avoid plagiarism.

The bibliography card below is the basis for the following examples:

Gallagher, Joseph. *A Modern Reader's Guide to Dante's The Divine Comedy*. Liguori: Triumph, 1999. Print.

In the example below, the parenthetical documentation “(Gallagher 9)” specifies that the quotation came from page 9 of a work by Gallagher. Using the last name, you can then locate the complete source information on the works cited page.

To Dante, both Aeneas and Paul had special destinies:
“Aeneas was to be the ancestor of the Romulus who founded Rome and gave it its name; Paul was caught up into Paradise so that the faith he preaches could be strengthened within him” (Gallagher 9).

Keep the following in mind when documenting sources:

1. References in the text must clearly point to specific sources in the list of works cited.
 - a. When the list of works cited only contains one work by an author, only give the last author’s last name: (Gallagher 10-12).
 - b. When the list of works cited contains more than one author with the same last name, include the author’s first initial: (J. Gallagher 10-12).
 - c. When the list of works cited contains more than one author with the same last name and the first initial is shared, give the full first name: (Joseph Gallagher 10-12).
 - d. When the source has multiple authors, give each last name: (Gallagher, Smith, and White 23).
 - e. When the source has more than three authors, give the last name of the first author followed by *et al.* with no additional punctuation: (Gallagher et al. 19).¹
 - f. If the source lacks an author (or an editor, translator, or compiler in the author’s place), use the title of the work, shortened or in full.²
 - g. When citing more than one work in a single parenthetical reference, use a semicolon to separate the citations: (Gallagher 16; Alighieri 24).
2. Identify the location of the borrowed information as specifically as possible.

¹ The use of *et al.* is the same when preparing a bibliography card or a works cited entry with more than three authors.

² If there is an editor, translator, and/or compiler to include in the author’s place, do not include abbreviations such as *ed.*, *trans.*, and *comp.* after the name.

- a. Give the specific page number(s) on which you found the information.
 - b. Page numbers may be omitted when citing the entire work.
 - c. Page numbers are unnecessary if the work is only one page in length.
3. There is a direct relation between what you integrate into your text and what your place in parentheses. For instance, if you include the author's name in the sentence, you do not need to repeat it in the parenthetical documentation.

Gallagher suggests this point (17-18).

The point has been suggested (Gallagher 17-18).³

4. Parenthetical documentation should be placed preferably at the end of the sentence, as near as possible to the material documented.⁴ The parenthetical reference precedes the punctuation mark that concludes the sentence, clause, or phrase containing the borrowed material. Usually this means that a period will be placed after the parenthesis.⁵

According to Gallagher, "Dante was a passionate man and seems to have invented the idea of a special place on the outer rim of Hell for passionless people who lived without praise or blame, and who thus never truly lived" (11-12).

However if the quotation is set off from the text (**block quotation**), leave one space after the end punctuation and insert the appropriate parenthetical documentation.⁶

Joseph Gallagher adds insight to Dante Alighieri's masterpiece:

Dante was a passionate man and seems to have invented the idea of a special place on the outer rim of Hell for passionless people who lived without praise or blame, and who thus never truly lived. Here they have fittingly joined that part of the fallen angels who were neither for Good nor Evil, but only for themselves. They are hateful to both God and His enemies, so that pity and justice alike despise them. They would defile Heaven; they wouldn't fit into Hell's scheme either, for they would give the wicked some relative glory. (11-12)

³ Please note that these two examples are merely to demonstrate how to properly document; they do NOT represent good notes.

⁴ This is to avoid interrupting the flow of your writing.

⁵ If the borrowed material concludes with an exclamation point or question mark, retain the original punctuation within the quotation marks. Follow with the parenthetical reference and a period.

⁶ With a block quotation, no quotation marks are included and that the end punctuation (usually a period) comes before the parenthesis, not after.